



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON VICENZA  
UNIT 31401, BOX 41  
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IMEU-VIC-ESP

15 SEP 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison (USAG) Vicenza Policy Memorandum 08-11, Building Security

1. This memorandum supersedes U.S. Army Garrison (USAG) Vicenza Policy Memorandum 06-06, Building Security dated 19 September 2005.
2. Reference AR 190-51, Security of Army Property at Unit and Installation Level, 30 Sep 93.
3. Building security during non-operational hours is a vital component of an installation's total physical security and force protection posture. Positive procedures must be maintained to ensure buildings are secured at the end of the workday, and a responsible person can be contacted in case of an emergency during non-operational hours.
4. Senior occupants of each building will institute a building security plan which at a minimum will require:
  - a. A building responsibility card (HQ AESE-V Form 190-51A, Mar 94) with the names and off-duty telephone numbers (beeper numbers) of a primary and alternate building custodian and will ensure it is posted on or beside the main door to the activity.
  - b. A memorandum with the above information will be forwarded to the Provost Marshal Office. Memorandums will be updated on a quarterly basis.
5. When a building is found unsecured, the Provost Marshal will list all previous incidents involving that building in the Military Policy Journal. Additionally, the Provost Marshal will prepare letter of concern to the director (area manager for AAFES facilities) or the Commander of the facility on the first offense.

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6. Memorandums on repetitive offenses will be prepared by the Provost Marshal and signed by the USAG Vicenza Commander. The director, (area manager for AAFES facilities) or the Commander of the facility will reply in writing stating the action initiated to prevent reoccurrences.



ERIK O. DAIGA  
COL, MI  
Commanding

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